



## **Select Board CDBG Subcommittee**

Date: February 9, 2022

Time: 8:00 a.m. to 9:20 a.m.

Location: Virtual Meeting held via Zoom

### **Minutes**

Present: Adam Chapdelaine, Jennifer Hernandez, Select Board Member John Hurd, Select Board Member Diane Mahon, Jenny Raitt, Toni Sacco, Mallory Sullivan.

Members of the Public: Jon Gersh, Joanne Preston, Patricia Worden

#### **1. Review Program Year 48 CDBG Funding Requests**

Ms. Sullivan noted that the Subcommittee's process for making funding decisions is guided by the CDBG Five-Year Consolidated Plan, which includes five different goals and related budgets for each year in the framework. With the exception of Economic Development funding, which has exceeded its target allocation for the consolidated plan, project categories are at roughly 41% of their target through Program Year 47, which is on track as we head into year three of the five year period.

Ms. Sullivan then provided an overview of the level of funding requests in each category for Program Year 48. The overall level of requests was 1,133,188, roughly the grant amount expected from HUD for Program Year 48. It was noted that the Rehabilitation/Housing category received two applications totaling \$360,000. Public Services received twelve applications for a total request of \$220,462, which exceeds the estimated statutory limit of \$174,000 on this category. Public Facilities and Improvements received three applications totaling \$331,000. Planning and Administration requests totaled \$221,726, falling within the estimated statutory limit of \$230,000. A preliminary budget was created:

<b>CDBG Program Activity</b>	<b>Organization/Department</b>	<b>PRELIMINARY CDBG Subcommittee Recommendation</b>
<b>REHABILITATION/ HOUSING</b>		
Improving Affordable Housing at 12 Russell Terrace	Caritas Communities	\$ 110,000
Hauser Building Roof Replacement	Arlington Housing Authority	\$ 250,000
<b>Sub-total</b>		<b>\$ 360,000</b>
<b>PUBLIC SERVICES</b>		
Scholarship Program	Arlington Boys and Girls Club	\$ 15,000
Swim Safety Program	Arlington Boys and Girls Club	\$ 5,000
APS Family Welcome and Information Center	Arlington Public Schools	\$ -
Athletic Scholarships	Arlington High School	\$ 5,000
Operation Success Learning Center	Arlington Housing Authority	\$ 2,000
Mental Health Counseling and Support Services	Arlington Youth Counseling Center (AYCC)	\$ 15,000
Adult Day Health	Council on Aging	\$ 16,000
Transportation Program	Council on Aging	\$ 30,000
Volunteer Coordinator	Council on Aging	\$ 52,922
Jobs, Jobs, Jobs	Fidelity House	\$ 5,000
Menotomy Manor Outreach Program	Fidelity House	\$ 20,000
Program Scholarships	Recreation Department	\$ 8,000
<b>Sub-total (estimated PY48 statutory limit: \$174,000)</b>		<b>\$ 173,922</b>
<b>PUBLIC FACILITIES AND IMPROVEMENTS</b>		
Annual Curb Ramp Updates	Arlington Disability Commission + DPW	\$ 125,000
Solar Panel Installation to Decrease Energy Dependence and Green House Gas Emissions	Food Link, Inc.	\$ 73,000
Robbins Memorial Flagstaff Plaza at Town Hall	Town Manager's Office, Facilities Dept, DPW	\$ 133,000
<b>Sub-total</b>		<b>\$ 331,000</b>
<b>PLANNING</b>		
Planners	Planning and Community Development	\$ 54,000
Planning Studies	Planning and Community Development	\$ 66,000
Annual Town Survey	Envision Arlington	\$ 2,000
<b>Sub-total</b>		<b>\$ 122,000</b>
<b>ADMINISTRATION</b>		
Grants Administrator (salary + benefits)	Planning and Community Development	\$ 81,226
General Administration	Planning and Community Development Department	\$ 18,500
<b>Sub-total</b>		<b>\$ 99,726</b>
<b>Planning &amp; Admin. Sub-total (estimated PY48 statutory limit: \$230,000)</b>		<b>\$ 221,726</b>
<b>TOTAL</b>		<b>\$ 1,086,648</b>

After reviewing and making preliminary budget recommendations, the budget total was \$1,086,000. Ms. Sullivan noted that the expected grant is \$1,100,000, meaning there is approximately \$14,000 that must be allocated. These additional funds could be allocated to either category not subject to a statutory limit – Housing or Public Facilities – provided there is need by the applicant. There may also be program income, but Ms. Raitt noted that the Town is not required to budget it at this time, and could do so as part of a substantial amendment. Support was expressed by Mr. Chapdelaine to program the funds to the curb ramps project; in the event that the funding was not available, an entire project would not be affected and the funds could be reallocated through the Town. Ms. Sullivan noted that the Hauser Building request mentioned additional work for a community center roof, but more information is needed to determine the budget and the timeline. Overall Subcommittee support was made for increasing the curb ramps grant to \$138,352 in order to fully allocate the grant. The full preliminary budget totals \$1,100,000, which aligns with the Town's expected grant.

<b>CDBG Program Activity</b>	<b>Organization/Department</b>	<b>Draft CDBG Subcommittee Recommendation</b>
<b>REHABILITATION/ HOUSING</b>		
Improving Affordable Housing at 12 Russell Terrace	Caritas Communities	\$ 110,000
Hauser Building Roof Replacement	Arlington Housing Authority	\$ 250,000
<b>Sub-total</b>		<b>\$ 360,000</b>
<b>PUBLIC SERVICES</b>		
Scholarship Program	Arlington Boys and Girls Club	\$ 15,000
Swim Safety Program	Arlington Boys and Girls Club	\$ 5,000
APS Family Welcome and Information Center	Arlington Public Schools	\$ -
Athletic Scholarships	Arlington High School	\$ 5,000
Operation Success Learning Center	Arlington Housing Authority	\$ 2,000
Mental Health Counseling and Support Services	Arlington Youth Counseling Center (AYCC)	\$ 15,000
Adult Day Health	Council on Aging	\$ 16,000
Transportation Program	Council on Aging	\$ 30,000
Volunteer Coordinator	Council on Aging	\$ 52,922
Jobs, Jobs, Jobs	Fidelity House	\$ 5,000
Menotomy Manor Outreach Program	Fidelity House	\$ 20,000
Program Scholarships	Recreation Department	\$ 8,000
<b>Sub-total (estimated PY48 statutory limit: \$174,000)</b>		<b>\$ 173,922</b>
<b>PUBLIC FACILITIES AND IMPROVEMENTS</b>		
Annual Curb Ramp Updates	Arlington Disability Commission + DPW	\$ 138,352
Solar Panel Installation to Decrease Energy Dependence and Green House Gas Emissions	Food Link, Inc.	\$ 73,000
Robbins Memorial Flagstaff Plaza at Town Hall	Town Manager's Office, Facilities Dept, DPW	\$ 133,000
<b>Sub-total</b>		<b>\$ 344,352</b>
<b>PLANNING</b>		
Planners	Planning and Community Development	\$ 54,000
Planning Studies	Planning and Community Development	\$ 66,000
Annual Town Survey	Envision Arlington	\$ 2,000
<b>Sub-total</b>		<b>\$ 122,000</b>
<b>ADMINISTRATION</b>		
Grants Administrator (salary + benefits)	Planning and Community Development	\$ 81,226
General Administration	Planning and Community Development Department	\$ 18,500
<b>Sub-total</b>		<b>\$ 99,726</b>
<b>Planning &amp; Admin. Sub-total (estimated PY48 statutory limit: \$230,000)</b>		<b>\$ 221,726</b>
<b>TOTAL</b>		<b>\$ 1,100,000</b>

Ms. Mahon made a motion to approve the CDBG Subcommittee's Program Year 48 budget. Mr. Hurd seconded the motion. A roll call vote was taken and all Subcommittee members present voted affirmatively.

Ms. Sullivan noted following up with the applicants regarding the questions that the subcommittee had. If necessary, another meeting will be convened to finalize the CDBG Subcommittee's Budget Recommendation for Program Year 48 to the Select Board.

Ms. Sullivan noted that there were several members of the public present. Ms. Worden inquired about more specificity in the Planning and Administration budget. Ms. Raitt responded to explain the purposes of the studies. Ms. Preston expressed support for AHA's application.

No further business. Meeting adjourned at 9:20 a.m.